

SENIOR CUSTODIAN

DEFINITION

To plan, assign, and perform a wide variety of custodial duties in the City' offices, public buildings, and other City related areas in accordance with established procedures; to provide training and supervision to assigned staff; and to provide staff assistance to the Custodial Services Supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Custodial Services Supervisor.

Exercises functional and technical supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, schedule, and supervise the work of assigned staff; provide training in work procedures related to custodial work, including safe working practices.

Direct and review the work of subordinates; perform on-site inspections and assessment of work to ensure facilities are properly cleaned and maintained; keep related records.

Conduct performance evaluation and disciplinary process of assigned staff.

Assist the Custodial Services Supervisor in the forecast and preparations of major cleaning projects.

Oversee security of assigned building and facilities; participate in vandalism prevention and reporting.

Order, receive, and issue custodial supplies and equipment; interact with various vendors.

Perform most difficult and technical custodial tasks as needed; participate in sanitary and cleaning, and repair assignments as necessary.

Coordinate and take part of setting up rooms for meetings and other City functions; draw diagrams and instructions for set ups.

Drive City vehicles to travel between various City locations; respond to emergencies.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of assigning and reviewing the work of others.

Conflict resolution techniques.

Methods, materials and equipment used in maintaining and cleaning large facilities.

Principles and practices of occupational hazards and work safety.

Pertinent local, State and Federal laws, ordinances, and rules.

City's waste management plan.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

#### Ability to:

Plan, schedule, and review the work of assigned staff.

Train staff on proper use of personal protective equipment.

Learn how to handle blood borne pathogens.

Operate and train custodians on a variety of work related equipment.

Perform and train assigned staff in all types of custodial duties.

Make sound judgments and decisions within established guidelines.

Prepare records and reports related to assignment.

Work evenings, weekends and holidays.

Understand and follow oral and written instructions.

In the absence of the Custodial Services Supervisor, assume responsibilities as needed.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

#### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Three years of increasingly responsible journey level custodial experience, including one year of lead or supervisory experience.

##### Training:

Equivalent to the completion of the twelfth grade supplemented by supervisory trainings/workshops.

#### License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

#### PHYSICAL DEMANDS

On a continuous basis, sit at desk, walk, or stand for long periods of time. See in the normal vision range with or without correction to read labels on cleaning equipment and supplies; hear in the normal range with or without correction. Continuously bend, stoop, crouch, kneel, climb, balance, stretch, and reach; lift up to 75 pounds.

#### Working Environment

Work is regularly performed in an indoor and outdoor environment; some work is done on rooftops, ceiling crawling spaces and beneath floor boards. There is exposure to noise, dust, water, and cleaning agents.